

BURGLAR ALARM INSERT SPECIFICATIONS

Subject: Burglar Alarm Insert Printing Request

Background: The Burglar Alarm Administration manages the alarm program for the City. The Burglar Alarm insert will be included with the city's water and wastewater bills and are needed for distribution by late May. These inserts are intended to increase alarm permit awareness, compliance and false alarm prevention. Double-sided color insert with English on one side and Spanish on the other side.

Scope of Work: All work shall include the furnishing of all labor, materials, samples, supplies, tools, transportation services, supervision and delivery.

Specifications:

- Burglar Alarm Insert
- Quantity: 460,100 (25 samples required for testing)
- Ink: Full color ink
- Size: minimum 3 ½ x 7 to maximum 3 ½ x 8 ½
- Paper: 32-pound bond paper
- Language: English printed on front side and Spanish on back side.
- Shall include a visible printed form/code number and each insert shall have a different number. Format once finalized to be given to selected printer.
- Inserts shall include the following on the Shipping Label and Bill of Lading:
 - Client Name – City of Houston
 - Form #
 - Description
 - Count per carton
 - Number of cartons in shipment

Ship order to:

SPM
Attn: CAS Bill Insert
9367 Winkler Dr.
Houston, TX 77017